



Partner Meeting 1 Swansea
Mon. Oct 10th – Tue. Oct 11th 2011
Meeting report, minutes.



WorkMentor
Partner Meeting 1. Minutes of the meeting

Host: Gower College Swansea.

Venue: Mumbles at Swansea Bay.

Accommodation was in two guesthouses, Glen View Guest House and Langland Cove Guest House. Lunch and meetings at the Castellamare restaurant - conference center. Dinner was at different restaurants in Mumbles.

All participants arrived Sunday October 9th

List of participants: (14 people)

From Gower College Wales: Caroline Townsend Jones, Don Hawkins and Katy Miller

From Skjetlein Norway: Bente Ryen and Ingvild Espelien.

From Axxell Finland: Tanja Halttunen

From France Europea France: Mireille Rioual and Nicolas Bizeul

From IFSAT Netherlands: Bas Timmers

From Riverside Training England: Philip Broomhead

From VMA Iceland: Jóhannes Árnason, Ketill Sigurðarson and Óskar Ingi Sigurðsson

From Leonardo National Agency Iceland: Andrés Pétursson.

Dinner Sunday at the Shiraz restaurant.

Monday October 10th : Work Mentor Partner Meeting 1.

Most of the participants walked about 20 minutes to the meeting place. Some used a taxi because of luggage.

9.00 – 16.00

Jóhannes Árnason the project leader chaired the meeting.

1. The people in the group. All participants introduced themselves and told a little about their work and about themselves.
2. Jóhannes gave an introduction to the project, with the main objectives, main outcomes and products and the work packages. See slides from VMA.
Jóhannes also suggested dates for meetings, there was some discussion about the timing of the meetings and some of the people needed to review their schedule to be able to confirm that they could attend the meetings.
Jóhannes also reviewed the budget and reminded that the NA had cut the total budget so the group needed to cut the cost by approx. 13,000 Euro. Jóhannes suggested that the cost for a website would be cut and a simple solution would be found for the website. His suggestion was to cut the proposed 5,000 Euro cost for a website to 2,500 Euro.
3. Partner presentations. Each partner introduced themselves. The partners are five schools, a workplacement provider and an institution working on sustainable agriculture by taking part in many different projects in education and agriculture. Most of the partners know each other from a

previous project (POETE and other projects) but the expertise of Gower College in mentoring methods is a welcome addition to the partnership. It turned out that VMA is aiming for students having trouble in school, training mentors for these students but this is not necessarily the case with the other partners. Therefore the partnership needs to discuss common materials and perhaps some local adjustment for each group of mentors in each country.

4. Andrés Pétursson from the Leonardo National Agency in Iceland discussed budget matters and other issues concerning running a project like this. The slides are available. Andrés emphasized it is important to talk to the NA. The partners are running the project but the NA is to help. He also reviewed a few issues about money, confirming expenditure with receipts and work declarations.

The partners asked and one mentioned that an audit is something we need to be prepared for keeping all documents and being careful to do transparent work on the project. The money for the project is public money and this means that we must be careful in spending the money.

5. Caroline from Gower College introduced the work Gower College has been doing for the last 10 years and more with Mentoring methods. Gower College has been using these methods to empower students, both the students who are taking on the role of a mentors and also the ones that are mentees. Often the mentees are students or other individuals that face difficulty, not doing well in school, have a criminal record or otherwise are in trouble with themselves.. Using mentoring as a structured guiding programme has proved to help both the mentors and the mentees. This is what we hope will happen in the Workmentor project. We hope that we can educate a group of mentors from workplaces and by doing that the workplaces will get more interested workers with more vision of their work. Also the students will get a more positive experience during their workplacement and this will strengthen the student in finishing the study and becoming a skilled worker.

We discussed this from many angles. It was decided to allocate most of the second day to work on mentoring and what needs to be done on the materials and in the project.

Lunch at Castellamare.

5. After lunch we began by discussing budget matters and it was decided that each partner would cut their budget by approximately 1,500 Euros adding up to a total of 13,000 Euros cut with the cut for a website. Bas volunteered to register the changes.

6. Rest of the meeting we discussed and worked on the progression of the project. What we had to do and deadlines. The contracts between VMA and the partners are not finished because VMA had just finished signing the contract with the National Agency.

We discussed protocols on money and it was decided that we would send each partner 40% of their total budget when the signed contract was ready. Then after VMA has the second payment from the NA we would send 40% again when each partner has fulfilled their obligation with the interim report in autumn 2012 and the NA has payed to VMA.

It was also decided that for the cost of subsistence during the meetings the host would bill each partner and each partner would send money to the host of the meeting.

Andrés volunteered to check if it was possible to add to the options available on which currency rate to use.

The meeting was finished just after 16.00 after we had reviewed what we had been doing and prepared for the second day.

We walked back to the guesthouses, a nice 20 minute walk in some wind but the temperature was about 15°C.

Dinner at PAs Wine Bar and as always the discussion was a blend of project and private matters.

Tuesday October 11th : Work Mentor Partner Meeting 1.

Breakfast at the guesthouses

9.00 – 16.00

7. Presenting the Mentor materials.

Gower College presented the Mentoring materials and ideas. Carolina and Don introduced the years of work on Mentoring methods in Gower College.

They introduced the materials that had been prepared in the project Implementor. Don brought a copy of the manual for each person attending the meeting. This manual is a fairly detailed description or a guide for a trainer who teaches a workshop on mentoring. The Implementor materials are somewhat academic, aimed for students in school learning to become mentors. We agreed that we needed to simplify things and select chapters, change some and add some material about certain things.

After the introduction we split into groups getting to know the materials and trying to see how the materials fitted with our ideas on the project and how to use mentoring methods in the workplace.

Philip introduced a scheme for looking at different parts of the materials and we agreed on a division of the chapters (see attachments)

At Lunch Andrés from the Icelandic NA said goodbye. He had a taxi waiting to take him to Swansea train station to travel to Reading, then bus to Heathrow airport and a flight in the evening with Icelandair to Iceland.

Lunch was again at the Castellamare (first floor of the meeting room).

8. Inventory of needs. After lunch we worked in groups again on a survey to use with employers about how the workplaces are working with students and beginners at the workplaces. We agreed that Philip from Riverside Training would finish the survey and send it out for review before we would translate it and use it with employers in each country.

9. Introductory text. Philip had also worked on an introductory text we would translate to our languages.

10. Survey for employers as a part of the Inventory of Needs phase of the project. Philip from Riverside asked the group to come up with a few suggestions on questions for employers aimed at identifying the need for educating mentors. Each partner will translate the survey and administer

the survey to 15 employers. This will give us a basis to review the mentoring materials and identify the parts that will be needed the most for an education of mentor in workplaces.

10. Money and administration.

Everyone had finished adjusting their budget and we agreed on a new budget within the limits of the money we will get from the Leonardo da Vinci programme. Johannes reviewed the Gantt chart in order to remind everyone of the next steps to take.

The meeting ended at 16.00 and everyone walked back to their guesthouses.

Some did go shopping in Mumbles / Swansea and others had emails or other things to do.

Dinner was at Langland Brasserie, a nice walk away from the guesthouses.

Wednesday October 12th : Travel from Swansea

See travel schedules.

People had different travelling times, The first ones had a very early flight from Cardiff. This called for taxi to the airport or to the Swansea Train station

Minutes prepared by Jóhannes Árnason with help from many people.